DIGITAL ENCRYPTION INSTRUCTIONS

Leading the Development

NACC

of the Acquisition Workforce

INSTRUCTIONS ON HOW TO DIGITALLY ENCRYPT E_MAIL

- ◇ **To send digitally signed and encrypted emails:**
- ◇ **First you must publish your certificate to the GAL.**
- ◇ **Launch Outlook.**
- ◇ **Go to "Tools" → Options → Security Tab**
- ◇ **Under the heading "Encrypted Email" Make sure the box is checked beside the phrase "Send Clear Text signed messages…" If you check one of the other options, all of your email will go out with a digital signature and/or encrypted.**
- ◇ **Under the heading "Digital ID Certificates" Click "Publish to Gal"**
- ◇ **Click Okay if a pop-up box appears.**
- ◇ **Enter your Pin Number.**
- ◇ **Click OK**

DIGITAL ENCRYPTION INSTRUCTIONS

To send a digitally signed and/or encrypted email:

◇ Type the new email as normal.

◇ Before sending:

◇ In the new email window Go to File → Properties → Security tab.

◇ Click "Encrypt Message Contents and Attachments" Check Box.

◇ Click "Add Digital Signature" Check Box.

◇ Click "Apply"

◇ Click "Okay"

◇ Click "Send"